

ELECTRICAL SAFETY AUTHORITY

Cross-Sector Advisory Council

Terms of Reference

MARCH 2010

BACKGROUND

The Electrical Safety Authority (ESA) recognizes the importance of building collaborative partnerships with electricity system stakeholders across industry and sector boundaries. Through its Advisory Councils (as well as in issue-specific consultations and working groups), ESA has actively sought its stakeholders' advice and guidance on strategic direction, policy matters, and tactical operations. Advisory Councils work with ESA to support ongoing safety initiatives, enhancements in service offerings, and proposed policy amendments. The Advisory Council structure is essential in supporting ESA's mission to improve electrical safety for the well-being of the people of Ontario.

To that end, and to supplement the existing Advisory Councils, the Cross-Sector Advisory Council (CSAC) is an advisory body comprised of representatives from all stakeholder sectors across ESA's portfolio. CSAC provides a forum for ESA to solicit ongoing strategic advice, and an opportunity for consensus-building across sector lines. It also ensures that issues that cut across all of ESA's other Advisory Councils can be addressed in an effective and consistent manner.

OBJECTIVES

In general, CSAC will serve to:

- identify electrical safety issues and trends, current or anticipated, and provide guidance for setting ESA policy and strategic direction;
- maintain an open and transparent process to facilitate exchange of ideas amongst the stakeholder community;
- provide input and advice regarding enhancements in ESA's policies, procedures, service delivery and offerings;
- provide advice to ESA's CEO and senior management on issues that have a material effect on electrical safety in Ontario;
- ensure that consensus among stakeholders is reached where possible, and that where differences exist, they are clearly understood by all parties; and
- inform and consult its members on ESA's current and future plans and activities.

ESA's CEO and senior management will consider all recommendations from the Council and provide a response in a timely fashion.

ROLES AND RESPONSIBILITIES

Council members will:

- focus their advice on matters within these Terms of Reference;
- leverage their experience and expertise to provide input and advice to ESA and its stakeholders;
- represent the views of their organizations and/or constituencies to the best of their abilities;
- participate in a manner that allows meaningful exchange of ideas;
- strive toward consensus and cooperation in their dealings;
- treat each member as an equal participant in all aspects of Council operations;
- participate actively and effectively in Council meetings;
- respect the Council process and work constructively within the scope, objectives and purpose of engagement as defined within these Terms of Reference to explore appropriate solutions;
- act as a liaison between ESA and their respective organizations and/or constituencies;
- avoid all situations in which their personal interests may conflict with their duties to ESA.

ESA will:

- provide an inclusive process that allows meaningful opportunities for Council members to provide input;
- provide regular updates on ESA's plans, strategic direction, and the status of relevant issues;
- strive to achieve a balance among stakeholder interests;
- provide sufficient and timely information to allow Council members to be sufficiently prepared for meetings and activities;
- be clear regarding expected outcomes so as to set stakeholder expectations properly;
- ensure that the process operates as effectively and efficiently as possible;
- use stakeholder input to develop options;
- ensure that Council recommendations are communicated to ESA's CEO and senior management; and
- ensure that ESA decisions, and the rationale for decisions, are communicated back to Council.

COMPOSITION

Membership in one of ESA's sector-specific Advisory Councils is an asset, but is not a formal prerequisite for CSAC membership. CSAC will be comprised of individuals drawn from across ESA's stakeholder community, including:

- Individuals who perform electrical work and/or the organizations that represent them (e.g., electrical contractors);
- Individuals who are clients of those that perform electrical work and/or organizations that represent them (e.g., consumers, industry, designers of electrical installations, etc.);
- Organizations that produce and deliver electricity and/or the organizations that represent them (e.g., local distribution companies);

- Organizations that produce electrical equipment and the organizations that represent them;
- Organizations that distribute electrical products or are part of the supply chain;
- Organizations that certify or test electrical products;
- Individuals that have an interest in electrical safety and the organizations that represent them;
- Government ministries and agencies with a mandate related to electrical safety (federal, provincial, and municipal);
- Workers that encounter electrical safety hazards and organizations that represent them;
- Individuals that use electricity or electrical products and depend on ESA to ensure electrical safety on behalf of the provincial government; and
- Other interests in electrical safety (Workplace Safety and Insurance Board, insurance industry, etc.).

Members of, or organizations representing, each constituency identified above may express interest and/or nominate qualified individuals to participate on the Council.

ESA will appoint one or more individuals from its senior management team to sit on the Advisory Council to ensure direct and ongoing liaison with Council members.

ESA may invite individuals to attend and observe Council meetings. Such individuals may be invited for particular discussions on an ad-hoc basis, in order to provide the Council with valuable information.

APPOINTMENT

ESA is responsible for appointing new members to its Councils through an open and transparent process in consultation with Advisory Council members. The Advisory Council selection criteria will be utilized to ensure geographical and sector diversity as well as an appropriate mix of competencies. Vacancies will be posted on the Stakeholder Engagement section of ESA's website, and interested parties will be invited to complete an Expression of Interest form. These will be reviewed by the Council Chair and Electrical Safety Authority staff, and recommendations made to ESA's Regulatory Affairs Committee. The ESA Board of Directors is ultimately responsible for confirming all nominations.

MEMBERSHIP TERM

Council members will be appointed for a three-year term and may be reappointed for a second three-year term, subject to being reconfirmed through the above appointment process. Notwithstanding the foregoing, the ESA CEO may extend the term of Council members.

In consultation with ESA staff, the Council Chair may recommend that an Advisory Council member be removed if the member has:

- failed to attend or actively participate in Council meetings;
- consistently raised issues that are outside the Council's scope, or have been previously addressed/resolved by the Council; or
- not been actively and effectively involved in the deliberations of the Council.

In cases where a member is removed, new nominations will be sought in accordance with the standard process for appointment.

LEADERSHIP

There are two specific leadership roles on the Council: the Chair and the Vice Chair. The primary roles of the Chair and Vice Chair are to work in consultation with ESA on agenda creation and finalization, serve as the primary liaison with ESA between Council meetings, support post-meeting administration, and preside over Council meetings. The Chair and Vice Chair will be elected by the Council for a term of one year, and may be re-elected by the Council for additional terms. A Chair or Vice Chair may be removed by a majority vote of the Council.

Both the Chair and Vice Chair will be supported in their work by a Secretary to the Council, appointed by ESA to serve in an administrative capacity. The role of the Secretary is to support the Chair and Vice Chair in the coordination and administration of meetings and other activities of the Council. The Secretary will also act as the liaison with ESA in the event that the ESA Council member is absent from a meeting.

ORGANIZATION AND ADMINISTRATION OF COUNCIL MEETINGS

A minimum of two meetings of the Council will be pre-scheduled for the calendar year, and additional meetings may be called by the Chair as required. Should a meeting not be required, the Chair will notify the Secretary in advance of the scheduled meeting; the Secretary will then notify other Council members.

It is the responsibility of the Chair and Vice Chair, together with the ESA Secretary, to set the meeting agenda in advance of each meeting. Matters to be addressed at the Council meeting come primarily from the published agenda, although members may identify additional issues during the new business portion of the meeting agenda. The Council Secretary shall distribute meeting agendas and related support materials to Advisory Council members at a minimum one week in advance of each meeting. This information will also be posted on ESA's website.

MEETING AUTHORITY AND NORMAL ORDER OF BUSINESS

The Chair shall preside over all meetings and ensure that the process is being run fairly and efficiently, without advantage to a particular party or interest, maintaining focus on the matter at hand and adhering to the rules and understood meeting norms. Council meetings will be open to any individual wishing to attend the meeting, but such individuals may only address the meeting with the permission of the Chair.

Council members will follow customary meeting norms of behaviour to achieve group success including speaking respectfully to each other, listening without interrupting, and working from the agenda.

The preferred method of soliciting input from Advisory Council members on an agenda item is through polling members for their views/positions (and related rationale). If Councils choose to vote formally on a motion, majority and minority views are to be fully documented and provided to ESA to aid its decision making. Council members may also provide supplementary comments in writing to support their views. These written comments are to be provided to the Secretary within three business days after the meeting for them to form part of the meeting record that will be made public.

POST-MEETING ADMINISTRATION

The Council Secretary shall be responsible for capturing the meeting minutes, and will work with the Chair and Vice Chair to ensure that draft minutes are completed and distributed to members within two weeks of the meeting along with any written submissions received from members. Members will have one week to review the minutes and submit any corrections to the Secretary. The Chair and Vice Chair will finalize the minutes with the Secretary. The Secretary will provide the minutes and related submissions to ESA's CEO and senior management team, and post a depersonalized meeting record with recommendations on ESA's website. The Secretary will also be responsible for posting management's decisions, and associated rationale, stemming from Council recommendations on ESA's website once they are available.

COUNCIL WORKING GROUPS

The Council may establish a Working Group comprised of some of its members for matters determined to require more detailed consideration and deliberation than can occur at a regular Council meeting. Working Groups will be supported by ESA, and ESA may appoint subject matter experts to assist Working Groups as required. Meetings of Working Groups shall be open to any individual wishing to attend, but members of the Working Group are limited to the Council. Members of the Working Group will report their progress to the Council, and Working Group meeting materials will be posted on ESA's website.

MEMBER EXPENSES & HONORARIA

Expense reimbursement and honoraria for Advisory Council members will be determined in accordance with ESA's participant funding guidelines.